

TRIPURA



GAZETTE

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**PART--I-- Orders and Notifications by the Government of Tripura,
 The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
 DEPARTMENT OF INDUSTRIES & COMMERCE
 (INFORMATION TECHNOLOGY)
 AGARATLA, TRIPURA.**

No.F.3(5)/DIT/Estt/2018/Part-II/4391-4406

Dated, Agartala, the 11th June, 2021

MEMORANDUM

Subject: - Implementation of eOffice

eOffice developed by National Informatics Centre (NIC) is a Mission Mode Project (MMP) of Govt. of India. It is a workflow based efficient electronic system including diarisation of inward receipts, creation of files, movement of receipts and files. To improve governance in the office machineries and increase transparency & accountability, it would be appropriate to implement File Management System (FMS) of eOffice. FMS allows for :

- a) File Tracking System (movement of file is recorded electronically instead of recording in physical register)
- b) eFile (electronic file is processed instead of physical file).

It has been decided to implement eOffice File Management System (FMS) in all the departments of the State Government. In the interest of smooth transition, all departments in the Secretariat and Directorates shall take necessary action for universally introducing File Tracking System for all files immediately. However, in addition, transitioning to electronic eFiles (paperless office) is highly recommended in a phased manner. It is therefore decided that **all files that are routine in nature and do not need much referencing to old records/ correspondences and can be disposed upto the level of the Secretary concerned shall be initiated completely in electronic mode as eFile.** List of 16 (sixteen) Departments/Directorates/Organizations/Offices already onboarded in eOffice is at **Annexure.**

Each Department shall identify the Departmental Nodal Officer and the Nodal Officer has to provide necessary details for on-boarding on eOffice. Directorate of Information Technology shall be nodal department for monitoring the progress and providing all necessary training to the Nodal Officers. Shri. Philimon Jamatia, SIO-IT (Mob: 9612656286, email: phili.jamatia@gov.in) shall be nodal officer from Directorate of I.T.


 (Kumud Majumder)
 Chief Secretary.
 Government of Tripura

Annexure

Sl. No.	Department/Organization	Application module used
1	Directorate of Industries and Commerce	eFile /FTS
2	Department of GA(P&T)	eFile /FTS
3	Department of GA(AR)	eFile /FTS
4	Department of GA(SA)	eFile /FTS
5	Home Department	eFile /FTS
6	Tripura Bio-Diversity Board	eFile /FTS
7	GA(Political)	eFile /FTS
8	Taxes and Excise Organization	eFile /FTS
9	CMO	eFile /FTS
10	Directorate of IT	eFile /FTS
11	Planning and Coordination Dept.	KMS/FTS
12	District Magistrate & Collector Office, West Tripura	eFile /FTS
13	PWD (R &B)	eFile /FTS
14	Finance Department	eFile /FTS
15	Forest Department	eFile /FTS
16	Panchayat Department	eFile /FTS